

**CLASS TITLE: SENIOR LICENSING INSURANCE EXAMINER**

**Class Code: 02623500**

**Pay Grade: 28A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To review applications of insurance companies seeking licensing or approval status for the purpose of ascertaining compliance with appropriate state laws and regulations; to examine annual and quarterly statutory financial statements and prepare and submit written reports thereon; to review Insurance Regulatory Information System test results and prepare and submit written reports thereon; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior; general and specific instructions are given at the start of each assignment; work is usually reviewed in process and upon completion for conformance to law, established policies, instructions and with accepted accounting principles and practices.

**SUPERVISION EXERCISED:** Occasionally supervises and reviews closely, both in process and upon completion, the work of subordinates engaged in routine tasks incidental to the consideration and review of applications of insurance companies seeking licensing or approval status.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To review applications of insurance companies seeking licensing or approval status for the purpose of ascertaining compliance with appropriate state laws and regulations.

To examine annual and quarterly statutory financial statements and prepare and submit written reports thereon.

To review Insurance Regulatory Information System test results and prepare and submit written reports thereon.

To participate in local or N.A.I.C. convention type of financial and/or market conduct examinations of insurance companies and related organizations, fraternal benefit societies, hospital, surgical, dental and legal service corporations and health maintenance organizations for the purpose of ascertaining their ability to meet obligations and compliance with state laws.

To prepare various types of assessments and retaliatory assessments.

To maintain accounting records and supporting journals.

To examine and process company charter and bylaw amendments.

To review examination reports prepared by other jurisdictions.

To prepare the annual report of the Insurance Division and various other reports as needed.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the provisions of the state laws and regulations needed to review applications of insurance companies seeking licensing or approval status; a thorough knowledge of accounting and auditing principles and methods needed to examine annual and quarterly statutory financial statements; the ability to review Insurance Regulatory Information System test results and prepare and submit written reports thereon; the ability to supervise and review the work of subordinates assigned to assist; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a major in Accounting; and

Experience: Such as may have been gained through: employment at the level of a licensing insurance examiner assisting an examiner of higher rank performing routine tasks incidental to the consideration and review of applications of insurance companies seeking licensing or approval status.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Revised: August 25, 1991

Editorial Review: March 15, 2003